# VENDOR GUIDE TO MANDATORY PRE-POPULATION IN WAWF 5.4

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- What is mandatory EDA pre-population?
- How does it affect vendor invoice creation?
- What is the impact to 2-in-1 and Combo Documents?
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- What if some data does not pre-populate?
- Deleting and Adding CLINs
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# What is mandatory EDA pre-population?

- Mandatory EDA pre-population of CLIN data was implemented in WAWF version 5.4
- If contract data is available in the correct format in EDA it will pre-populate in WAWF
- The vendor must select one or more CLINs to pre-populate, it is no longer an option

# How does mandatory EDA pre-population affect vendor invoice creation?

- If CLIN data is available to pre-populate, the vendor must select at least one CLIN to continue on to the next screen in the document creation process – even if the CLIN they want to bill/ship for is not displayed

- Line Item Tab quantities must be adjusted to the number of units being shipped/serviced

- ACRN and MILSTRIP amounts and quantities must be adjusted according to the number of units being shipped/serviced

- Vendor must manually input any additional required information that is not pre-populated (e.g., dates of service)

- Vendors should review all documents to be sure all information data fields that pre-populated are correct and that any required additional information has been added before submitting the document for Government approval

# What is the impact to 2-in-1 and Combo documents?

- The following slides will present walkthroughs of both the 2-in-1 and combo documents, showing the impact of mandatory pre-population to these specific document types
  - 2-in-1 Walkthrough
  - Combo Walkthrough
- [   ]     represents instructional information
- [   ]     represents troubleshooting information

# 2-in-1 Invoice Walkthrough



Creating a document as the vendor

# 2-in-1 Invoice Walkthrough (cont'd)

**Wide Area Workflow 5.4.0**

User ID : NavyVend2
Printer Friendly

User | Administration Console | Vendor | Property Transfer | Documentation | Lookup | Logout

**Vendor - Create Document**

Contract >> Pay DoDAAC

| Contractual | Reference Procurement Identifier | Contract Number Type | Contract Number | Delivery Order | CAGE | DUNS | DUNS + 4 | Extension | Pay Official * |
|---|---|---|---|---|---|---|---|---|---|
| Y | | DoD Contract (FAR) | N0002405G4417 | L139 | 96169 | 963737366 | | | N68732 |

* = Required Fields

| Select CLIN/SLIN: * | Inspect By DoDAAC | Accept By DoDAAC | Ship To DoDAAC | DCAA DoDAAC | Mark For DoDAAC | Inspection Point | Acceptance Point | Services | Supplies | FOB | Currency Code |
|---|---|---|---|---|---|---|---|---|---|---|---|
| ☑ 0001 | | | | | | | | | | | |
| ☐ 000101 | | | | | | | | | | | |

Your contract may contain multiple CLINs it is recommended that you select the appropriate CLIN. However, if a specific CLIN is not listed, choosing any CLIN will allow you to advance to the next screen, and WAWF will provide the opportunity to delete selected CLIN(s) and enter a new CLIN.

This screen shows the line items available for pre-population, select the applicable line item(s). Click "next".

Next | Previous | Select All | Reset | Help

# 2-in-1 Invoice Walkthrough (cont'd)

**Wide Area Workflow 5.4.0**

User ID: NavyVend2
Printer Friendly

| User | Administration Console | Vendor | Property Transfer | Documentation | Lookup | Logout |

**Create New Document**

Contract >> Pay DoDAAC >> Document

| Contract Number | Delivery Order | Reference Procurement Identifier | CAGE Code | DUNS | DUNS + 4 | Extension | Pay Official | Currency Code |
|---|---|---|---|---|---|---|---|---|
| N0002405G4417 | L139 | | 96169 | 963737366 | | | N68732 | USD |

* = Required Fields

**Select Document to Create: ***

○ Invoice
● Invoice as 2-in-1 (Services Only)  ⬅ Select a document type, this example uses 2in1. Click "next".
○ Commercial Item Financing
○ Performance Based Payment
○ Receiving Report
○ Invoice and Receiving Report (Combo)
○ Reparables Receiving Report
○ Invoice and Reparables Receiving Report (Combo)
○ Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
○ Non Procurement Instruments (NPI) Voucher
○ Grant Voucher
○ Navy Shipbuilding Invoice (Fixed Price)
○ Navy Construction / Facilities Management Invoice

[ Next ] [ Previous ] [ Reset ] [ Help ]

Logon Date: 2013/04/15 10:24:19 MST   Last Accessed Date: 2013/04/15 10:28:15 MST

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Trusted sites   100%

# 2-in-1 Invoice Walkthrough (cont'd)

**Wide Area Workflow 5.4.0**

User ID : NavyVend2
Printer Friendly

User    Administration Console    Vendor    Property Transfer    Documentation    Lookup    Logout

**Vendor - Invoice 2-in-1**

Contract >> Pay DoDAAC >> Document >> Routing

| Contract Number | Delivery Order | Reference Procurement Identifier | CAGE Code | DUNS | DUNS + 4 | Extension | Pay DoDAAC |
|---|---|---|---|---|---|---|---|
| N0002405G4417 | L139 | | 96169 | 963737366 | | | N68732 |

* = Required Fields, Date = YYYY/MM/DD

| Issue Date | Issue By DoDAAC | Admin DoDAAC * | Inspect By DoDAAC / Extension |
|---|---|---|---|
| 2008/10/10 | N62789 | N62789 | |

| Service Acceptor * / Extension | Ship From Code / Extension | LPO DoDAAC * / Extension |
|---|---|---|
| N00023 | | N00367 |

Enter/update routing information. Click "next".

*Please note, this is only an example, please find the applicable DoDAACs to be used in your contract.*

Next    Previous    Reset    Help

Logon Date : 2013/04/15 10:24:19 MST    Last Accessed Date : 2013/04/15 10:29:02 MST

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# 2-in-1 Invoice Walkthrough (cont'd)

**Wide Area Workflow 5.4.0**

User ID : NavyVend2
Printer Friendly

User | Administration Console | Vendor | Property Transfer | Documentation | Lookup | Logout

**Vendor - Invoice 2-in-1**

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

| Header | Addresses | Discounts | Comments | Line Item | Attachments | Misc. Amounts | Preview Document |

WARNING: The data in this document was populated based upon CLIN level contract data within the EDA system. Please ensure that you have updated all applicable data to reflect desired values for this submission.

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

ERROR: This document contains errors in the following Tab(s) - Line Item

single * = Required Fields on Submit; double ** = Required Fields on Submit, saving draft document, and tabbing.

| Contract Number | Delivery Order | Reference Procurement Identifier | Issue Date | CAGE Code/Ext. | Pay DoDAAC |
|---|---|---|---|---|---|
| N0002405G4417 | L139 | | 2008/10/10 | 96169 | N68732 |

| Contract Number Type | Invoice Number ** | Invoice Date * (WAWF System Server Date) | Final Invoice |
|---|---|---|---|
| DoD Contract (FAR) | KDTEST | 2013/04/15 | N |

| Shipment Number | Shipment Date | Final Shipment |
|---|---|---|
| | YYYY/MM/DD | N |

| Currency Code | Document Total ($) |
|---|---|
| USD | |

If not all required data elements pre-populated, WAWF will show an error. Enter the invoice number and then go through the tabs as usual. For demonstration purposes, this example goes directly to the Line Item tab.

| Submit | Save Draft Document | Previous | Help |

Logon Date : 2013/04/15 10:24:19 MST   Last Accessed Date : 2013/04/15 10:30:57 MST

Security & Privacy   Accessibility   Vendor Customer Support   Government Customer Support   FAQ   Site Index

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# 2-in-1 Invoice Walkthrough (cont'd)



This line item shows as "Invalid", click the "Edit" link.

# 2-in-1 Invoice Walkthrough (cont'd)

**Wide Area Workflow 5.4.0**

User ID : NavyVend2
Printer Friendly

| User | Administration Console | Vendor | Property Transfer | Documentation | Lookup | Logout |

**Vendor - Invoice 2-in-1**

[ CLIN/SLIN ] [ ACRNs ]

ERROR: Quantity Shipped was not provided in Line Item '0001'. Quantity Shipped is a mandatory field.
ERROR: Unit Price was not provided for Line Item '0001'. This is a mandatory field .

single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft document, and tabbing.

| Item No. ** | Stock Part No. * | Type * |
|---|---|---|
| 0001 | 1904 | FT - FEDERAL SUPPLY CLASSIFICATION |

| Qty. Shipped * | Unit of Measure * | UofM Code * | Unit Price ($) * | Amount ($) |
|---|---|---|---|---|
|  | Lot | LO |  | 0.00 |

| AAI | SDN | PR Number |
|---|---|---|
|  |  |  |

**Description ***

Trade Support Services; provide

Error messages will tell the user what data elements are missing.

[ Save CLIN/SLIN ] [ Save Draft Document ] [ Previous ] [ Help ]

# 2-in-1 Invoice Walkthrough (cont'd)

**Wide Area Workflow 5.4.0**

User ID : NavyVend2
Printer Friendly

| User | Administration Console | Vendor | Property Transfer | Documentation | Lookup | Logout |

**Vendor - Invoice 2-in-1**

**CLIN/SLIN** | ACRNs

ERROR: Quantity Shipped was not provided in Line Item '0001'. Quantity Shipped is a mandatory field.
ERROR: Unit Price was not provided for Line Item '0001'. This is a mandatory field .

single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft document, and tabbing.

| Item No. ** | Stock Part No. * | | Type * |
|---|---|---|---|
| 0001 | 1904 | | FT - FEDERAL SUPPLY CLASSIFICATION |

| Qty. Shipped * | Unit of Measure * | UofM Code * | Unit Price ($) * | Amount ($) |
|---|---|---|---|---|
| | LO | LO | | 0.00 |

| AAI | SDN | PR Number |
|---|---|---|
| | | |

**Description ***

Trade Support Services; provide

In some cases the Qty Shipped will pre-populate with the maximum quantity of the CLIN. When invoicing for a lesser quantity, the field must be updated to reflect the actual quantity being invoiced.

Please enter missing information and verify that pre-populated information is correct. Update as required.

| Save CLIN/SLIN | Save Draft Document | Previous | Help |

# 2-in-1 Invoice Walkthrough (cont'd)

**Wide Area Workflow 5.4.1**

User ID : NavyVend15

Printer Friendly

| User | Vendor | Property Transfer | Documentation | Lookup | Logout |

**Vendor - Invoice 2-in-1**

CLIN/SLIN | **ACRNs**

Edit the ACRN amount to match the CLIN amount.

| Item No. | CLIN Amount ($) | ACRN Amount ($) | Difference ($) |
|---|---|---|---|
| 0001 | 40.00 | 80.00 | -40.00 |

Do not Delete ACRN (an ACRN is required to complete the invoice). Do not Add ACRN (the government LPO will ensure the ACRN information is correct).

| ACRN | Amount ($) | Actions |
|---|---|---|
| AA | 80.00 | Delete ACRN |
|  |  | Add ACRN |

In some cases, the ACRN Amount will pre-populate with the full amount of the CLIN and will not match the CLIN amount entered/adjusted by the vendor on the Line Item tab. In these cases, the ACRN amount will need to be adjusted to match the CLIN amount.

On the ACRNs tab, if ACRN(s) pre-populated, it/they must match the total of CLIN amount.

Save Draft Document | Help

Logon Date : 2013/05/14 19:09:21 MST    Last Accessed Date : 2013/05/14 19:56:52 MST

# 2-in-1 Invoice Walkthrough (cont'd)

**Wide Area Workflow 5.4.0**

User ID : NavyVend2
Printer Friendly

| User | Administration Console | Vendor | Property Transfer | Documentation | Lookup | Logout |

**Vendor - Invoice 2-in-1**

CLIN/SLIN    ACRNs

| Item No. | CLIN Amount ($) | ACRN Amount ($) | Difference ($) |
|----------|-----------------|-----------------|----------------|
| 0001 | 40.00 | 40.00 | 0.00 |

| ACRN | Amount ($) | Actions |
|------|-----------|---------|
| AA | 40.00 | Delete ACRN |
|  |  | Add ACRN |

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION.

When CLIN Amount and ACRN Amount match, click back on the "CLIN/SLIN" tab.

Save Draft Document    Help

Logon Date : 2013/04/15 10:24:19 MST    Last Accessed Date : 2013/04/15 10:37:16 MST

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# 2-in-1 Invoice Walkthrough (cont'd)

**Wide Area Workflow 5.4.0**

User ID : NavyVend2
Printer Friendly

| User | Administration Console | Vendor | Property Transfer | Documentation | Lookup | Logout |

**Vendor - Invoice 2-in-1**

**CLIN/SLIN** | ACRNs

single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft document, and tabbing.

| Item No. ** | Stock Part No. * | | Type * | |
|---|---|---|---|---|
| 0001 | 1904 | | FT - FEDERAL SUPPLY CLASSIFICATION | |

| Qty. Shipped * | Unit of Measure * | UofM Code * | Unit Price ($) * | Amount ($) |
|---|---|---|---|---|
| 2 | Lot | LO | 20.00 | 40.00 |

| AAI | SDN | PR Number |
|---|---|---|
| | | |

**Description ***

Trade Support Services; provide

> Any additional data required by the COR/Service Acceptor but not pre-populated, should be entered in the Description field (e.g. dates of service).

Click "Save CLIN/SLIN".

| Save CLIN/SLIN | Save Draft Document | Previous | Help |

Logon Date : 2013/04/15 10:24:19 MST   Last Accessed Date : 2013/04/15 10:37:51 MST

Security & Privacy   Accessibility   Vendor Customer Support   Government Customer Support   FAQ   Site Index

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Trusted sites    100%

# 2-in-1 Invoice Walkthrough (cont'd)



Click "Submit" when the document is ready for submission.

# 2-in-1 Invoice Walkthrough (cont'd)

**Wide Area Workflow 5.4.0**

User ID : NavyVend2
Printer Friendly

User | Administration Console | Vendor | Property Transfer | Documentation | Lookup | Logout

**Success**

The Invoice 2-in-1 (Services Only) was successfully submitted.

| Contract Number | Delivery Order | Shipment Number | Invoice Number |
|---|---|---|---|
| N0002405G4417 | L139 | KDTEST | KDTEST |

Email sent to Vendor: hq-wawf@dfas.mil
Email sent to Vendor: navsupbscwawftest@navy.mil
Email sent to Vendor: navywawf@yahoo.com
Email sent to Acceptor: mech_navsisa_wawf_test@navy.mil

**Send Additional Email Notifications**

Mon Apr 15 10:40:54 MST 2013

Submission success page

Return

Logon Date : 2013/04/15 10:24:19 MST    Last Accessed Date : 2013/04/15 10:40:54 MST

Security & Privacy    Accessibility    Vendor Customer Support    Government Customer Support    FAQ    Site Index

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Trusted sites    100%

# Combo Walkthrough

**Wide Area Workflow 5.4.0**

User ID : NavyVend2
Printer Friendly

| User | Administration Console | Vendor | Property Transfer | Documentation | Lookup | Logout |
| --- | --- | --- | --- | --- | --- | --- |

**Vendor - Create Document**

Contract Info

| CAGE Code / DUNS / DUNS+4 / Ext. * | Contractual? * | Contract Number Type | Contract Number * | Delivery Order | From Template? * |
| --- | --- | --- | --- | --- | --- |
| 96169/963737366/ / | Y | DoD Contract (FAR) | N0002405G4417 | L139 | N |

* = Required Fields

**Pre-Populate Contract Number/Delivery Order**

| Contract Number begins with | Delivery Order begins with | Issue/Submitted Date | Issue/Submitted Date End | Populate From |
| --- | --- | --- | --- | --- |
| | | YYYY/MM/DD | YYYY/MM/DD | EDA    WAWF |

[+] Advanced Search Criteria for WAWF

NOTE: *You must either enter a Contract Number or select one from the search results.*

## Creating a document as the vendor—COMBO

Next    Reset    Help

# Combo Walkthrough (cont'd)



Your contract may contain multiple CLINs it is recommended that you select the appropriate CLIN. However, if a specific CLIN is not listed, choosing any CLIN will allow you to advance to the next screen, and WAWF will provide the opportunity to delete selected CLIN(s) and enter a new CLIN.

This screen shows the line items available for pre-population, select the applicable line item(s). Click "next".

# Combo Walkthrough (cont'd)

**Wide Area Workflow 5.4.0**

User ID : NavyVend2
Printer Friendly

| User | Administration Console | Vendor | Property Transfer | Documentation | Lookup | Logout |

**Create New Document**

Contract >> Pay DoDAAC >> Document

| Contract Number | Delivery Order | Reference Procurement Identifier | CAGE Code | DUNS | DUNS + 4 | Extension | Pay Official | Currency Code |
|---|---|---|---|---|---|---|---|---|
| N0002405G4417 | L139 | | 96169 | 963737366 | | | N68732 | USD |

\* = Required Fields

**Select Document to Create: ***

○ Invoice
○ Invoice as 2-in-1 (Services Only)
○ Commercial Item Financing
○ Performance Based Payment
○ Receiving Report
● Invoice and Receiving Report (Combo)     Inspection: Destination     Acceptance: Destination     ☐ Fast Pay (FAR 52.213-1)

Data Table

○ Reparables Receiving Report
○ Invoice and Reparables Receiving Report (Combo)
○ Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
○ Non Procurement Instruments (NPI) Voucher
○ Grant Voucher
○ Navy Shipbuilding Invoice (Fixed Price)
○ Navy Construction / Facilities Management Invoice

[ Next ]  [ Previous ]  [ Reset ]  [ Help ]

Select a document type, this example uses Combo. Click "next".

# Combo Walkthrough (cont'd)

**Wide Area Workflow 5.4.0**

User | Administration Console | Vendor | Property Transfer | Documentation | Lookup | Logout

## Vendor - Receiving Report and Invoice COMBO

Contract >> Pay DoDAAC >> Document >> Routing

| Contract Number | Delivery Order | Reference Procurement Identifier | CAGE Code | DUNS | DUNS + 4 | Extension | Inspection Point | Acceptance Point | Pay DoDAAC |
|---|---|---|---|---|---|---|---|---|---|
| N0002405G4417 | L139 | | 96169 | 963737366 | | | D | D | N68732 |

* = Required Fields, Date = YYYY/MM/DD

| Issue Date | Issue By DoDAAC | Admin DoDAAC * | Inspect By DoDAAC / Extension | Mark For Code / Extension |
|---|---|---|---|---|
| 2008/10/10 | N62789 | N62789 | | |

| Ship To Code * / Extension | Ship From Code / Extension | LPO DoDAAC * / Extension | Accept By DoDAAC / Extension |
|---|---|---|---|
| N00023 | | N00367 | N00023 |

Enter/update routing information. Click "next".

*Please note, this is only an example, please find the applicable DoDAACs to be used in your contract.*

Next | Previous | Reset | Help

**Logon Date :** 2013/04/15 10:24:19 MST    **Last Accessed Date :** 2013/04/15 11:01:47 MST

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# Combo Walkthrough (cont'd)

**Wide Area Workflow 5.4.0**

User ID : NavyVend2
Printer Friendly

User | Administration Console | Vendor | Property Transfer | Documentation | Lookup | Logout

**Vendor - Receiving Report and Invoice COMBO**

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header | Addresses | Discounts | Mark For | Comments | Line Item | Pack | Attachments | Misc. Amounts | Preview CI | Preview RR

WARNING: The data in this document was populated based upon CLIN level contract data within the EDA system. Please ensure that you have updated all applicable data to reflect desired values for this submission.
WARNING: The Invoice Date has been pre-populated from the WAWF system server.
ERROR: This document contains errors in the following Tab(s) - Line Item

single * = Required Fields on Submit; double ** = Required Fields on Submit, saving draft document, and tabbing.

| Contract Number | Delivery Order | Reference Procurement Identifier | Issue Date | Inspection Point | Acceptance Point |
|---|---|---|---|---|---|
| N0002405G4417 | L139 | | 2008/10/10 | D | D |

| Contract Number Type | Supplies | Services |
|---|---|---|
| DoD Contract (FAR) | ⦿ | ○ |

| Shipment Number ** | Shipment Date * | Estimated | Estimated Delivery Date | Final Shipment |
|---|---|---|---|---|
| KATRINTEST | 2013/04/15 | | YYYY/MM/DD | N |

| Invoice Number ** | Invoice Date * (WAWF System Server Date) | Final Invoice |
|---|---|---|
| KATRINTEST | 2013/04/15 | N |

| Submit Transportation Data Later | TCN | Gross Weight | FOB | Serial Shipping Container Code |
|---|---|---|---|---|
| ☐ | | | S | |

| Hazardous Material | Refrigerated | Perishable |
|---|---|---|
| ☐ | ☐ | ☐ |

| Transportation Leg | Standard Carrier Alpha Code | Bill of Lading Number |
|---|---|---|

If not all required data elements pre-populated, WAWF will show an error. Enter the invoice number, ship number, and ship date then go through the tabs as usual. For demonstration purposes, this example goes directly to the Line Item tab.

# Combo Walkthrough (cont'd)

**Wide Area Workflow 5.4.0**

User ID : NavyVend2
Printer Friendly

| User | Administration Console | Vendor | Property Transfer | Documentation | Lookup | Logout |

## Vendor - Receiving Report and Invoice COMBO

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

| Header | Addresses | Discounts | Mark For | Comments | Line Item | Pack | Attachments | Misc. Amounts | Preview CI | Preview RR |

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

ERROR: The Line Items marked as Invalid contain errors. Please click the Edit action for each Invalid Line Item to view a more detailed error message.
At least one Line Item is required

| AAI | SDN | ACRN | |
|-----|-----|------|--|
|  |  |  | clear |

| Hazardous Material | Refrigerated | Perishable | |
|--------------------|--------------|------------|--|
| ☐ | ☐ | ☐ | Select All |

## Line Item Details

| Item No. | Stock Part No. | Type | Qty. Shipped | Unit of Measure | UofM Code | Unit Price ($) | Amount ($) | UID | Actions | |
|----------|----------------|------|--------------|-----------------|-----------|----------------|------------|-----|---------|--|
| 0001 | 1904 | FT | | Lot | LO | | 0.00 | N | Edit  Delete | Invalid |
| | | | | | | | | | Add | |

This line item shows as "Invalid", click the "Edit" link.

| Submit | Save Draft Document | Help |

# Combo Walkthrough (cont'd)

**Wide Area Workflow 5.4.0**

User ID : NavyVend2
Printer Friendly

| User | Administration Console | Vendor | Property Transfer | Documentation | Lookup | Logout |

**Vendor - Receiving Report and Invoice COMBO**

| CLIN/SLIN | ACRNs | UID | MILSTRIP | Batch/Lot & Shelf Life |

ERROR: Quantity Shipped was not provided in Line Item '0001'. Quantity Shipped is a mandatory field.
ERROR: Unit Price was not provided for Line Item '0001'. This is a mandatory field .

> Error messages will tell the user what data elements are missing.

single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft document, and tabbing.

| Item No. ** | Stock Part No. * | Type * |
|---|---|---|
| 0001 | 1904 | FT - FEDERAL SUPPLY CLASSIFICATION |

| Qty. Shipped * | Unit of Measure * | UofM Code * | NSP | Unit Price ($) * | Amount ($) |
|---|---|---|---|---|---|
| | Lot | LO | ☐ | | 0.00 |

| AAI | SDN |
|---|---|
| | |

| Multiple Box Pack Indicator | PR Number | GFE? | Advice Code |
|---|---|---|---|
| N | | N | |

| Hazardous Material | Refrigerated | Perishable |
|---|---|---|
| ☐ | ☐ | ☐ |

**Type Designation Method (required when Type Designation Value is entered)**

**Type Designation Value (required when Type Designation Method is entered)**

**Description ***

Trade Support Services; provide

| Save CLIN/SLIN | Save Draft Document | Previous | Help |

# Combo Walkthrough (cont'd)

**Wide Area Workflow 5.4.0**

User ID : NavyVend2
Printer Friendly

User | Administration Console | Vendor | Property Transfer | Documentation | Lookup | Logout

**Vendor - Receiving Report and Invoice COMBO**

CLIN/SLIN | ACRNs | UID | MILSTRIP | Batch/Lot & Shelf Life

ERROR: Quantity Shipped was not provided in Line Item '0001'. Quantity Shipped is a mandatory field.
ERROR: Unit Price was not provided for Line Item '0001'. This is a mandatory field .

single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft document, and tabbing.

| Item No. ** | Stock Part No. * | Type * |
|---|---|---|
| 0001 | 1904 | FT - FEDERAL SUPPLY CLASSIFICATION |

| Qty. Shipped * | Unit of Measure * | UofM Code * | NSP | Unit Price ($) * | Amount ($) |
|---|---|---|---|---|---|
| 2 | Lot | LO | ☐ | 20.00 | 40.00 |

| AAI | SDN |
|---|---|
| | |

| Multiple Box Pack Indicator | PR Number | GFE? | Advice Code |
|---|---|---|---|
| N | | N | |

| Hazardous Material | Refrigerated | Perishable |
|---|---|---|
| ☐ | ☐ | ☐ |

Type Designation Method (required when Type Designation Value is entered)

Type Designation Value (required when Type Designation Method is entered)

Description *

Trade Support Services; provide

Please enter missing information and verify that pre-populated information is correct. Update as required. Click on the ACRNs tab.

Save CLIN/SLIN | Save Draft Document | Previous | Help

# Combo Walkthrough (cont'd)

**Wide Area Workflow 5.4.1**

User ID : NavyVend15
Printer Friendly

User   Vendor   Property Transfer   Documentation   Lookup   Logout

**Vendor - Receiving Report and Invoice COMBO**

CLIN/SLIN | ACRNs | UID | MILSTRIP | Batch/Lot & Shelf Life

| Item No. | CLIN Amount ($) | ACRN Amount ($) | Difference ($) |
|---|---|---|---|
| 0001 | 40.00 | 80.00 | -40.00 |

| ACRN | Amount ($) | Actions |
|---|---|---|
| AA | 80.00 | Delete ACRN<br>Add ACRN |

> Edit the ACRN amount to match the CLIN amount.

> Do not Delete ACRN (an ACRN is required to complete the invoice). Do not Add ACRN (the government LPO will ensure the ACRN information is correct).

> In some cases, the ACRN Amount will pre-populate with the full amount of the CLIN and will not match the CLIN amount entered/adjusted by the vendor on the Line Item tab. In these cases, the ACRN amount will need to be adjusted to match the CLIN amount.

On the ACRNs tab, if ACRN(s) pre-populated, it/they must match the total of CLIN amount.

Save Draft Document   Help

# Combo Walkthrough (cont'd)



When CLIN Amount and ACRN Amount match, click back on the "CLIN/SLIN" tab.

# Combo Walkthrough (cont'd)

**Wide Area Workflow 5.4.1**

User ID : NavyVend15

Printer Friendly

User    Vendor    Property Transfer    Documentation    Lookup    Logout

**Vendor - Receiving Report and Invoice COMBO**

| CLIN/SLIN | ACRNs | UID | MILSTRIP | Batch/Lot & Shelf Life |

*= Required Fields

| MILSTRIP No. | MILSTRIP Qty. | Actions |
|---|---|---|
|  |  | Save |
| N6227111RCCV059 | 1 | Edit Delete |

> Do NOT use these fields to adjust quantity. These fields are used to add/create MILSTRIPs.

> To adjust MILSTRIP Quantity, click Edit, change quantity to match the CLIN quantity, and save.

> In some cases, the MILSTRIP quantity will populate with the full quantity of the CLIN and will not match the CLIN quantity entered/adjusted by the vendor on the Line Item tab. In these cases, the MILSTRIP quantity will need to be adjusted.

> On the MILSTRIP tab, if MILSTRIP(s) pre-populated, it/they must match the total quantity of the line item. Click the CLIN/SLIN tab.

Save Draft Document    Help

# Combo Walkthrough (cont'd)

**Wide Area Workflow 5.4.0**

User ID : NavyVend2
Printer Friendly

User | Administration Console | Vendor | Property Transfer | Documentation | Lookup | Logout

### Vendor - Receiving Report and Invoice COMBO

| CLIN/SLIN | ACRNs | UID | MILSTRIP | Batch/Lot & Shelf Life |

single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft document, and tabbing.

| Item No. ** | Stock Part No. * | Type * |
|---|---|---|
| 0001 | 1904 | FT - FEDERAL SUPPLY CLASSIFICATION |

| Qty. Shipped * | Unit of Measure * | UofM Code * | NSP | Unit Price ($) * | Amount ($) |
|---|---|---|---|---|---|
| 2 | Lot | LO | ☐ | 20.00 | 40.00 |

| AAI | SDN |
|---|---|
|  |  |

| Multiple Box Pack Indicator | PR Number | GFE? | Advice Code |
|---|---|---|---|
| N | | N | |

| Hazardous Material | Refrigerated | Perishable |
|---|---|---|
| ☐ | ☐ | ☐ |

Type Designation Method (required when Type Designation Value is entered)

Type Designation Value (required when Type Designation Method is entered)

**Description ***

Trade Support Services; provide

Any additional data required by the COR/Service Acceptor, but not pre-populated, should be entered in the Description field.

CLIN/SLIN".

[ Save CLIN/SLIN ]   [ Save Draft Document ]   [ Previous ]   [ Help ]

# Combo Walkthrough (cont'd)

**Wide Area Workflow 5.4.0**

| User | Administration Console | Vendor | Property Transfer | Documentation | Lookup | Logout |

### Vendor - Receiving Report and Invoice COMBO

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

| Header | Addresses | Discounts | Mark For | Comments | Line Item | Pack | Attachments | Misc. Amounts | Preview CI | Preview RR |

WARNING: The Invoice Date has been pre-populated from the WAWF system server.
At least one Line Item is required

| AAI | SDN | ACRN | |
|---|---|---|---|
| | | | clear |

| Hazardous Material | Refrigerated | Perishable | |
|---|---|---|---|
| ☐ | ☐ | ☐ | Select All |

### Line Item Details

| Item No. | Stock Part No. | Type | Qty. Shipped | Unit of Measure | UofM Code | Unit Price ($) | Amount ($) | UID | Actions |
|---|---|---|---|---|---|---|---|---|---|
| 0001 | 1904 | FT | 2 | Lot | LO | 20.00 | 40.00 | N | Edit  Delete |
| | | | | | | | | | Add |

Click "Submit" when the document is ready for submission.

| Submit | Save Draft Document | Help |

# Combo Walkthrough (cont'd)

**Wide Area Workflow 5.4.0**

User ID : NavyVend2
Printer Friendly

User    Administration Console    Vendor    Property Transfer    Documentation    Lookup    Logout

**Success**

The Invoice and Destination Inspection and Acceptance Receiving Report were successfully submitted.

| Contract Number | Delivery Order | Shipment Number | Invoice Number |
|---|---|---|---|
| N0002405G4417 | L139 | KATRINTEST | KATRINTEST |

Email sent to Vendor: hq-wawf@dfas.mil
Email sent to Vendor: navsupbscwawftest@navy.mil
Email sent to Vendor: navywawf@yahoo.com
Email sent to Acceptor: mech_navsisa_wawf_test@navy.mil
Email sent to Vendor: hq-wawf@dfas.mil
Email sent to Vendor: navsupbscwawftest@navy.mil
Email sent to Vendor: navywawf@yahoo.com
Email sent to Local Processing Office: mech_navsisa_wawf_test@navy.mil

**Send Additional Email Notifications**

Mon Apr 15 11:11:00 MST 2013

Submission success page

Return

Logon Date : 2013/04/15 10:24:19 MST    Last Accessed Date : 2013/04/15 11:11:00 MST

Security & Privacy    Accessibility    Vendor Customer Support    Government Customer Support    FAQ    Site Index

wawf_L6Km3ZV1NJKHu0ocgui3y5m                                                                 Trusted sites        100%

# What if the pre-population information is incorrect?

- It may be an indication that there is an issue with the contract data in the system
  - Contact the contracting office before proceeding
  - Continuing to create the invoice may result in invoice processing issues
- Once discrepancies have been resolved or if the contracting office indicates you should proceed, please enter required fields in accordance with the contract using the delete and add CLIN features

# What if some data does not pre-populate?

- Data elements pre-populate if they are available in EDA in the necessary format
- If data does not pre-populate, please enter required fields in accordance with the contract using the delete and add CLIN features

# Deleting and Adding CLINs



The Delete and Add actions can be used to delete CLINs that have been erroneously selected or add CLINs that did not populate.

# Deleting and Adding CLINs: Delete

**Wide Area Workflow 5.4.1**

User ID : NavyVend15
Printer Friendly

User | Vendor | Property Transfer | Documentation | Lookup | Logout

## Vendor - Invoice 2-in-1

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

| Header | Addresses | Discounts | Comments | Line Item | Attachments | Misc. Amounts | Preview Document |

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

ERROR: The Line Items marked as Invalid contain errors. Please click the Edit action for each Inva[...]ssage.

| AAI | SDN | ACRN |
|-----|-----|------|
|     |     |      | clear

At least one Line Item is required

### Line Item Details

**Message from webpage**

Delete this item?

OK    Cancel

| Item No. | Stock Part No. | Type | Qty. Shipped | Unit of Measure | | | Amount ($) | Actions | |
|----------|----------------|------|--------------|-----------------|--|--|------------|---------|--|
| 0001 | 1904 | FT | | Lot | LO | | 0.00 | Edit Delete | Invalid |
| | | | | | | | | Add | |
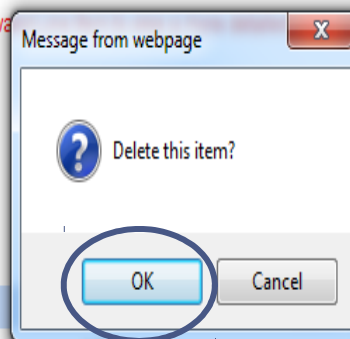
A pop up box will appear after you select the Delete action. Select OK to delete the CLIN.

Submit | Save Draft Document | Help

# Deleting and Adding CLINs: Add

**Wide Area Workflow 5.4.1**

User ID : NavyVend15

Printer Friendly

| User | Vendor | Property Transfer | Documentation | Lookup | Logout |

**Vendor - Invoice 2-in-1**

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

| Header | Addresses | Discounts | Comments | Line Item | Attachments | Misc. Amounts | Preview Document |

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

| AAI | SDN | ACRN |
| --- | --- | --- |
| | | | clear |

At least one Line Item is required

**Line Item Details**

| Item No. | Stock Part No. | Type | Qty. Shipped | Unit of Measure | UofM Code | Unit Price ($) | Amount ($) | Actions |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | | | | | | | | Add |

The CLIN will be removed from the Line Item Details. To add a CLIN click the Add action.

| Submit | Save Draft Document | Help |

# Deleting and Adding CLINs: Add

**Wide Area Workflow 5.4.1**

User ID : NavyVend15
Printer Friendly

User | Vendor | Property Transfer | Documentation | Lookup | Logout

## Vendor - Invoice 2-in-1

**CLIN/SLIN** | ACRNs

ERROR: Line Item Number is a mandatory field.
ERROR: CLIN/SLIN " must be 4 numeric or 4 numeric and 2 alphanumeric characters for the One-Pay pay system.

single * = Required Fields when saving line item; double ** = Required Fields when saving line item, saving draft document, and tabbing.

| Item No. ** | Stock Part No. * | | Type * | |
|---|---|---|---|---|
| 0002 | None | | SV - SERVICES | |

| Qty. Shipped * | Unit of Measure * | UofM Code * | Unit Price ($) * | Amount ($) |
|---|---|---|---|---|
| 1 | Months | MO | 1,000.00 | 1,000.00 |

| AAI | SDN | PR Number |
|---|---|---|
| | | |

**Description ***

Support services April 2013

Enter Line Item Description

Enter all required data: Item No., Stock Part No., Type, Qty Shipped, Unit of Measure, UofM will auto-populate, Unit Price, and Description. Click Save CLIN/SLIN.

Save CLIN/SLIN | Save Draft Document | Previous | Help

Logon Date : 2013/05/16 18:42:18 MST   Last Accessed Date : 2013/05/16 19:02:53 MST

Security & Privacy   Accessibility   Vendor Customer Support   Government Customer Support   FAQ   Site Index

# Deleting and Adding CLINs

**Wide Area Workflow 5.4.1**

User ID : NavyVend15
Printer Friendly

| User | Vendor | Property Transfer | Documentation | Lookup | Logout |

**Vendor - Invoice 2-in-1**

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

| Header | Addresses | Discounts | Comments | Line Item | Attachments | Misc. Amounts | Preview Document |

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

| AAI | SDN | ACRN |
|-----|-----|------|
| | | clear |

At least one Line Item is required

**Line Item Details**

| Item No. | Stock Part No. | Type | Qty. Shipped | Unit of Measure | UofM Code | Unit Price ($) | Amount ($) | Actions |
|----------|----------------|------|--------------|------------------|-----------|----------------|------------|---------|
| 0002 | None | SV | 1 | Months | MO | 1,000.00 | 1,000.00 | Edit   Delete   Add |

The CLIN will be added to the Line Item Details. ACRN and MILSTRIP information is not required. Use the actions to edit, delete, or add another CLIN or continue creating your document.

| Submit | Save Draft Document | Help |

Logon Date : 2013/05/16 18:42:18 MST   Last Accessed Date : 2013/05/16 19:08:29 MST

Security & Privacy   Accessibility   Vendor Customer Support   Government Customer Support   FAQ   Site Index

# WAWF Resources

- For an for an overview of what's new in WAWF 5.4, including additional information on mandatory pre-population, please visit:
  - https:// wawftraining.eb.mil/xhtml/unauth/web/wbt/other/whatsnew/WhatsNewIndex540.xhtml

- Vendor Customer Support
  - https:// wawftraining.eb.mil/xhtml/unauth/web/footer/VendorCustomerSupport.xhtml

- WAWF Web site:
  - https ://wawftraining.eb.mil/xhtml/unauth/web/wbt/WbtSummary